

Zone	Sec	Plat	Par	Lot

LOT AREA:

AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

### ADU - PART I (To be completed by Applicant)

- ☐ One new attached unit                      ☐ Use of existing attached second unit  
☐ One new detached unit                    ☐ Use of existing detached second unit  
☐ Alteration work only (conversion of garage, guest quarters, recreation rooms, basement, etc.)  
☐ Other \_\_\_\_\_

a. Minimum lot size required	<input type="radio"/> Yes	<input type="radio"/> No
b. City water	<input type="radio"/> Yes	<input type="radio"/> No
c. City sewers	<input type="radio"/> Yes	<input type="radio"/> No
d. Cesspool or septic tank. If "Yes", see II.b. - State Department of Health	<input type="radio"/> Yes	<input type="radio"/> No
e. Direct access to a street with minimum paved roadway width of 20 feet	<input type="radio"/> Yes	<input type="radio"/> No
f. Sufficient area for required number of parking spaces	<input type="radio"/> Yes	<input type="radio"/> No

*If you do not meet any of the requirements below, permit cannot be granted.*

☐ Yes    ☐ No      Checked by: \_\_\_\_\_  
Name and Signature                          Date

July 2016

**ACCESSORY DWELLING UNIT (ADU) PUBLIC FACILITIES**  
**PRE-CHECK FORM INSTRUCTIONS**

**OVERVIEW**

The ADU Pre-Check Form verifies that the lot is appropriately zoned and meets the public facilities standards for the proposed ADU. The ADU Pre-Check Form does not give the Applicant permission to construct an ADU without obtaining a building permit.

Time Frame: The ADU Pre-Check Form becomes void 210 business days after the first date of approval by a government agency. If you do not apply for a building permit within 210 business days, a new ADU Pre-Check Form must be submitted.

Building Permit: When applying for an ADU building permit, the completed ADU Pre-Check Form has to be submitted along with the ADU building permit application, construction drawings, and other required documents to the DPP.

Note: Compliance with private covenants or lease restrictions prohibiting ADU on a lot is the Applicant's responsibility.

**INSTRUCTIONS FOR COMPLETING THE ADU PRE-CHECK FORM**

- a. Provide all information requests in Part I of the ADU Pre-Check Form.
- b. **Submit the Ohana Dwelling Unit Pre-Check Form, along with one copy each of the project's plot plan and floor plan, to the Permit Pick-Up Office at 650 South King St., Honolulu, HI 96813, located within the Frank Fasi Municipal Building. Check in with the security guard upon arrival. Navigate through the breezeway (common area) and proceed through the double-automatic doors. Once inside, make your way to the front concierge desk for further assistance. On the plot plan, show lot dimensions, location of driveway, location of proposed work, distance from property lines, and other buildings, and other pertinent information.**
- c. Obtain approvals and signatures from agencies listed in Part II of the ADU Pre-Check Form. Some applications may also be required to obtain approval and signature from the DPP to confirm that the lot meets roadway requirements.
- d. Approval from all applicable agencies has to be obtained. If any one requirement is not met, an ADU building permit cannot be granted.

Please consult with each agency for additional details and/or updates.  
For further assistance or information on how to complete the application,  
please contact the DPP at 768-8220 and leave a voice message.